

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
DEPARTMENT OF PERMITS AND INSPECTIONS
30 NORTH MARKET STREET
FREDERICK, MARYLAND 21701
301-600-2313 INFORMATION



A/P #

Process

Date:

Application Reviewed

By (initials):

Application for Home Occupation Use Permit

SECTION I: APPLICANT INFORMATION

Applicant Name (must be an owner of property the Home Occupation is for)

Phone:

Current street address for above person:

Town:

State:

Zip:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Property Address:

Eight Digit Property Tax ID (account) #

Town:

State:

Zip:

Acreage or Square Footage of Property:

Subdivision Name:

Lot #

Water Type:

Well

☐
☐

Sewer Type:

Septic

Community

☐
☐

Is Property Within an Incorporated Town?

Yes

No

☐
☐

SECTION III: HOME OCCUPATION INFORMATION

Business Name:

Describe Type of Business:

If Home Daycare # of Children

Days and Hours of Operation:

Number of Business Related
Vehicle Visits per Week: _____

Are There Other Home Occupations at This Address?

YES ☐ If YES, Please Describe:

NO ☐

Will the Home Occupation be Located Within the
Residence or Within an Accessory Structure (detached)?

Residence: ☐

Accessory Structure: ☐

Square Footage to be Used for
Home Occupation: _____

Retail Sales? YES ☐

NO ☐

If YES, What Goods/Services Will be Produced?

What Will Be Sold?

How Many Non-Resident Employees Will Be Working
at This Address? _____

Will Any Signs/Advertising be Posted on Property?

YES ☐

NO ☐

Please circle type of driveway:

Private

Common

Will There be Any Outdoor Storage Used?

YES ☐

NO ☐

If YES, Please Describe:

Is There Any Proposed Construction Necessary for the
Dwelling or Accessory Structure Relative to the Home
Occupation? YES ☐ NO ☐

If YES, Please Provide Building
Permit Number:

**Please note that a Home Occupation Permit Does Not
Allow Construction . A Separate Building Permit is
Required for Any Construction.**

APPLICATION FOR HOME OCCUPATION USE PERMIT- PAGE TWO OF TWO

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this use permit does not include construction, or electrical and/or plumbing. Construction, electrical, and/or plumbing work require separate permits.

Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Permit Application Extension :

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. An extension may be granted for 90 days.

SIGNATURE of APPLICANT

Signature of APPLICANT

Please print name

Connection with application

OFFICE USE ONLY

Zoning Review

Road Classification:

Zoning of Property:

Determination of Impact:

NO IMPACT ☐

IMPACT ☐

Determination of Zoning Approval:

APPROVED ☐

DENIED ☐

Reviewed by:

Date Reviewed:

Reason for Denial:

FY11/Web Packet/Home Occupation/pm